

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
June 4, 2024

MEMBERS PRESENT

Oren Helbok
Lynne Pabst

Joan Mosier
Betsy Rubio

Twilla Dowell
Johan van der Jagt

OTHERS PRESENT

Cassie Weaver
Morgana Miller

Asondra Acor
Rose Stolz

Amber Parr
Debbie Jones

MEMBERS ABSENT (* indicates excused)

* Ashley Mensch
Danielle Howie

* Christy Roberson
Toni Bell

*Matt McCollin

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok, at 5:37 PM via zoom.

GUESTS - None present.

CONSENT AGENDA

Twilla moved to approve the Consent Agenda. The motion was seconded by Johan, voted on, and unanimously approved.

TREASURER'S REPORT

Christy was absent. Asondra reported on the information provided in the board packet. She reminded everyone that if they would like more information than what is on the Credit Card Report, it is available upon request. She also specified that the numbers will still change based off the end of year expenditures that are not completed. While Asondra was out of state at a fiscal training, she was advised that the numbers should always be reported to the board, even if they are not final.

FISCAL OFFICER'S REPORT

Asondra reported that Child Care and Head Start have completed their first month of the new budget year. Child Care had an overall loss of \$1,000. The projected loss for the first month was \$6,000. Head Start was underspent in this first month by roughly \$20,000. This is mostly due to the closed classrooms. She noted that there are no one-time funds for this fiscal year. Head Start is expected to close out last year with \$8,000 of the base funds remaining and \$18,000 of the one-time funds remaining. This will leave a total of roughly \$26,000 that will be returned.

HSSAP is in month ten of its budget year. Expenses are behind by about \$28,000. We are expecting to need to return some of the funds at the end of this year. We did have excess funds that were returned last year as well.

Asondra reported on some other Fiscal Department updates.

Interviews are scheduled for the Human Resources Coordinator position tomorrow.

Asondra spent time in West Virginia at a fiscal training last month. There were many people from large Head Start organizations and some other fiscal Head Start employees. She was able to network and received some great information.

The audit is not scheduled yet, but it is in the works. This usually happens in June with one day in-person and the rest of the time virtual.

The HSSAP budget is still in progress but has not yet been approved. It has been submitted and returned multiple times, more detailed information has been requested each time it was submitted.

The fiscal department has also been working on the Change in Scope, COLA, and Salary Scales that we will be discussing later in the meeting.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie's report was in the board packet. Cassie highlighted and expanded on a few items.

The Spotlight on Success this month is from Rebecca regarding the Early Childhood Conference.

The new Administrative Assistant was supposed to start today. She notified Cassie last week that she would not be taking the position. The hiring process has restarted. Amber has offered to help after her end date. We are working to figure out a new plan.

The wellness committee celebrated staff appreciation the week of May 6th and provided small gifts for all employees. They also provided ice cream sundaes on May 24th.

The Focus Area 2 results are in. Overall, the results were good, and we do not need to compete for the grant later this year. There was only one area of non-compliance. The non-compliance was because we did not receive 100% of the child physical and dental exams by the ninety-day mark. Cassie and Sarah have already attended a meeting with the Regional Office and TTA and are working on a corrective action plan. Oren attended the meeting as the board representative. Cassie stated that she has never seen 100% compliance for this. The corrective action must include how to obtain the missing information from this school year and how to prevent this from happening again. Cassie stated that if Sarah were here, she would reiterate that we have lost over 2,000 dentists and just as many dental hygienists since COVID in the state of Pennsylvania.

Included in Cassie's report are two Program Instructions and an Information Memoranda from Office of Head Start. The Program Instructions do not pertain to our program. The Information Memoranda is regarding Mental Health.

Morgana reviewed the program goals that are included in the Agency Report.

Oren added, in reference to the Focus Area 2 review, that we must accept children if they are eligible. However, if a family refuses to provide the physical or dental exam, we will be penalized. There were no suggestions for this scenario at the meeting. Cassie stated that she requested examples of how other programs have met the criteria. She received blank templates back with no information.

Lynne asked for clarification if the reason we are not meeting the criteria is due to the lack of dentists in the area or if it is because families are not making/keeping appointments. Cassie stated that it is a little of both. Dental exams expire after six months, most six-month appointments that we see are closer to the 12 month mark. However, we offer to help with transportation and schedule screenings at the center and not all families utilize these resources.

HEAD START

Rose's report was included in the packet.

Tomorrow starts the end of year celebrations. The teachers are finishing home visits, the number of completed home visits has increased since the report was completed.

One of the Berwick classrooms had a field trip to the Berwick Football field. They held a field day to complete their ball study.

CHILD CARE

Debbie's report was included in the packet.

Child Care has two open positions. Someone was hired for the HSSAP classroom and has since refused the position. One position is open for the infant room. Both are evening positions.

Summer Camp numbers are included in the report as well as the field trip list. There is a total of thirty seven children enrolled. Summer Camp starts on June 10th.

The inspection for Town Park Village will be between June 10th and the end of June. All of the paperwork must be completed prior to the inspection. There is one Head Start employee that will be working with child care over the summer and one employee that returns each summer will be returning again.

The Emergency Preparedness plan is being updated with Sarah.

The provisional license for the Bloomsburg Children's Center goes through September. The inspector will not change during that time. Cindy will remain the inspector for that site and any site visits will be completed with her supervisor. Nicole will be the new inspector for Town Park Village and will take over the inspections at the Bloomsburg Children's Center after the provisional license is lifted.

The STAR 4 designation is on hold until the provisional license is lifted.

The transition meetings with Bloomsburg Memorial were completed. The new principal is wonderful and wants to work together to help ease the transition from Head Start and Pre-K into Kindergarten. She is interested in allowing field trips to the school and coming to visit children at our program.

Child Care received a \$750 grant from the Community Giving Foundation for Summer Camp/School Age supplies.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 5/20/24 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

PERSONNEL

Twilla made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Betsy, was voted on, and unanimously approved.

Oren made a note that he found one policy that still uses the term administrator instead of executive director. Twilla made a motion to approve Policies 5.12 Professional Development; 5.16 Discretionary Payment; 9.00 Performance Assessment that were provided for review before the Board Meeting pending the edit that Oren noted. The motion was seconded by Betsy, was voted on, and unanimously approved.

NOMINATING

Cassie presented two prospective board members; Hannah Turner and William Aquilino. Hannah is the parent of a Child Care student, works at New Story in Berwick and has experience with fundraising; she is interested in serving on the Development committee. William is a lawyer and HR professor. He was recommended by a staff member who took a class that he was instructing. He will be serving on the Personnel committee.

Betsy made a motion to approve both Hannah Turner and William Aquilino for board memberships starting at our next board meeting. The motion was seconded by Johan, was voted on, and unanimously approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – No update.

Lynne did state that she was impressed by how professionally planned the Early Childhood Conference was.

BYLAWS – No update.

AD HOC BUILDING - No update.

HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet. Twilla shared that the policies presented earlier were passed at the policy council meeting.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

NEW BUSINESS

Twilla made a motion to cancel the July Board meeting. The motion was seconded by Betsy, was voted on, and unanimously approved. The next meeting will be held in-person on August 6th at the Town Park. More details will be forthcoming after the event planning is finalized.

Cassie presented the Change in Scope application and proposed budget and changes. The only addition from the previous update is the time line. Next school year we will enroll children as if the Change in

Scope is approved. Once approval is received, the pay increase for the Head Start employees will be retroactive to July 1 to align with the HSSAP budget. The Board had the opportunity to ask questions. As The Change in Scope was discussed at previous Board Meetings, there were none. Twilla made a motion to approve the Change in Scope. The motion was seconded by Lynne, was voted on, and unanimously approved.

Cassie stated that Head Start has implemented a 2.35% COLA increase. The proposed Salary Scales are provided in the board packet and show the 2.35% increase. Current Head Start staff will receive a 3% salary increase retroactive to April 1. Child Care and Head Start salary rates will be diverging again due to the Head Start COLA. Cassie stated that this is a good time to reach out to state representatives to advocate for better pay for Child Care. Twilla made a motion to approve the Salary Scales. The motion was seconded by Johan, was voted on, and unanimously approved.

Oren asked if Cassie has any information on how to reach out and what should be said to advocate for Child Care pay increases. Cassie said that she has recently received some information and will pass that on.

ANNOUNCEMENTS - nothing to report.

ADJOURNMENT

Twilla made the motion to adjourn the meeting. The motion was seconded by Johan. The meeting was adjourned at 6:17 PM.

Oren B. Helbok
Oren B. Helbok (Jun 6, 2024 09:33 EDT)
Board Signature

Jun 6, 2024
Date







Minutes June 4, 2024

Final Audit Report

2024-06-06

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